

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **August 8, 2006**

AGENDA ITEM NO.: 11

CONSENT:

REGULAR: **X**

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **FY 2006 Carry Forward**

RECOMMENDATION: Hold a public hearing and adopt an ordinance:

1. Amending the FY 2007 Operating Budget and appropriating funds to reflect the carry forward of unexpended funds in FY 2006 as noted below; and,
2. Convert three non-seasonal wage positions in Communications and Marketing to part-time classified.

SUMMARY: The following funds are amended to reflect the carry forward of unexpended funds in FY 2005:

	<u>Adopted FY 2007</u>	<u>Recommended Carry Forward</u>	<u>Amended FY 2007</u>
General Fund			
Operations	\$91,720,647	\$421,405	\$92,142,052
Transfers To/From	3,901,936	0	3,901,936
Other Funds			
Debt Service	12,898,703	0	12,898,703
Schools-Operations	30,750,413	0	30,750,413
Reserve for Contingencies	1,200,000	0	1,200,000
Police Overtime Reserve	250,000	0	250,000
Juvenile Detention Workers	20,000	0	20,000
Comp Reserve			
Capital Improvements	7,936,128	250,880	8,187,008
Ending Balance	<u>14,206,311</u>	<u>0</u>	<u>14,206,311</u>
Total	\$162,884,138	\$672,285	\$163,556,423
Water Fund			
Operations	\$6,666,522	\$28,382	\$6,694,904
Debt Service	3,121,434	0	3,121,434
Capital Outlay	15,000	0	15,000
Transfers	<u>927,000</u>	<u>0</u>	<u>927,000</u>
Total	\$10,729,956	\$28,382	\$10,758,338
Sewer Fund			
Operations	\$6,927,802	\$ 0	\$6,927,802
Debt Service	6,870,442	0	6,870,442
Capital Outlay	10,000	0	10,000
Transfers	2,152,000	0	2,152,000
Major Sewer Line Cleaning	<u>200,000</u>	<u>168,975</u>	<u>368,975</u>
Total	\$16,160,244	\$168,975	\$16,329,219

	Adopted FY 2007	Recommended Carry Forward	Amended FY 2007
Solid Waste Fund			
Operations	\$3,952,738	\$3,630	\$3,956,368
Debt Service	1,087,494	0	1,087,494
Reserves	411,784	0	411,784
Transfers	618,500	0	618,500
Ending Balance	<u>7,478,932</u>	<u>0</u>	<u>7,478,932</u>
Total	\$13,549,448	\$3,630	\$13,553,078
Fleet Fund			
Operations	\$4,976,828	\$114,203	\$5,091,031
Debt Service	359,288	0	359,288
Ending Balance	<u>148,537</u>	<u>0</u>	<u>148,537</u>
Total	\$5,484,653	\$114,203	\$5,598,856
Asset Forfeiture Fund			
Operations	\$28,150	\$131,095	\$259,133
Ending Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$28,150	\$131,095	\$259,133
Technology Fund			
Operations	\$564,178	\$340,100	\$904,278
Capital Outlay	100,000	0	100,000
Transfers		0	0
Ending Balance	<u>510,267</u>	<u>0</u>	<u>510,267</u>
Total	\$1,174,445	\$340,100	\$2,541,733
Community Development Block Grant Fund			
Operations	\$1,273,344	(\$67,379)	\$1,205,965
Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,273,344	(\$67,379)	\$1,205,965
Home Investment Partnership Fund			
Operations	\$447,294	(\$18,721)	\$428,573
Ending Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$447,294	(\$18,721)	\$428,573
City Capital Projects Fund			
Buildings	\$14,763,675	\$150,880	\$14,914,555
Transportation	9,786,070	123,072	9,909,142
Economic Development	1,455,000	238,108	1,693,108
Parks and Recreation	469,006	0	469,006
Miscellaneous	300,000	0	300,000
Reserves	<u>4,640,959</u>	<u>0</u>	<u>4,640,959</u>
Total	\$31,414,710	\$512,060	\$31,926,770

Details of these adjustments can be found on Attachment A and A1.

Finally, Council policy requires a minimum Undesignated General Fund Balance of 7% of General Fund revenues, with a targeted goal equal to 10% of General Fund revenues. Fund Balance is projected to be \$18 million or 13.4% of General Fund revenues as of June 30, 2006.

PRIOR ACTION(S): City Council Work Session August 8, 2006.

BUDGET IMPACT: As noted above

CONTACT(S): Cindy Speck, Budget Analyst, 455-4229
Donna Witt, Director for Financial Services, 455-3968

ATTACHMENT(S): Details of FY 2006 Carry forward Ordinance amending the budget and appropriating funds from FY 2006 fund balances.

REVIEWED BY:

BE IT ORDAINED That the FY 2007 Budget be amended and funds be appropriated to reflect the carry forward of FY 2006 appropriations that were unexpended as of June 30, 2006 in the General, Water, Sewer, Solid Waste, Fleet, Asset Forfeiture, Community Development Block Grant, Home Investment Partnership, Technology, and City Capital Projects Funds as follows:

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Total	\$31,414,710	\$512,060	\$31,926,770

BE IT FURTHER ORDAINED that the funds shall be used as identified in Attachment A and A1.

Introduced:

Adopted:

Certified:

Clerk of Council

098L

ATTACHMENT A**FY 2006 CARRY FORWARD REQUESTS
SUMMARY BY FUND**

	NEW INITIATIVES	FY 2006 APPROPRIATIONS	TOTAL
GENERAL FUND	\$319,874	\$352,411	\$672,285
TECHNOLOGY FUND	\$321,677	\$18,423	\$340,100
CITY CAPITAL PROJECTS FUND	\$512,060	\$0	\$512,060
SOLID WASTE MANAGEMENT FUND	\$0	\$3,630	\$3,630
FLEET SERVICES FUND	\$81,000	\$33,203	\$114,203
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	\$0	(\$67,379)	(\$67,379)
HOME INVESTMENT PARTNERSHIP FUND	\$0	(\$18,721)	(\$18,721)
ASSET FORFEITURE FUND	\$25,473	\$105,622	\$131,095
SEWER OPERATING FUND	\$168,975	\$0	\$168,975
WATER OPERATING FUND	\$28,382	\$0	\$28,382
TOTAL ALL FUNDS	\$1,457,441	\$427,189	\$1,884,630

FY 2006 CARRY FORWARD REQUESTS

		FY 2006		
		NEW	APPROPRIATIONS	
		INITIATIVES	APPROVED BUT UNSPENT	TOTAL
GENERAL FUND				
Information Technology		17,000	\$17,000	Realign funds originally allocated for E-Gov't to be used to enhance the Project Grant Accounting module. This will align funds with the IT Strategic Plan.
Information Technology		10,231	10,231	Funding to enhance the Safari software system for Parks & Rec. to allow for online registration and credit card processing. Due to lack of availability of IT staff, this project was not completed in FY 2006.
Information Technology		26,760	26,760	Funds are for implementation of a document management system (imaging) for 3 departments. Staff learned that the current platform that we use will no longer be supported by the vendor, so this project was delayed to allow time to select a new system. Add'l Funding was appropriated in FY 2007 and this will be added to it.
Information Technology Total			\$53,991	
Community Development/Engineering	84,880		\$84,880	Transfer remainder of GIS budget to City Capital Projects Fund for renovations to the new Community Development Department on the second floor of City Hall.
Community Development/Engineering	100,000		100,000	Transfer \$100,000 received from Wards Crossing West from General Fund Fund Balance to City Capital Projects fund, for Traffic Calming per Council action on November 8,2005.
Community Development/Planning		40,000	40,000	Funding for study, design and projects along the Fifth Street Corridor. This will allow the Fifth Street Master Plan to proceed. This was approved late in FY 2006.
Community Development Total			\$224,880	
Public Works/Buildings & Grounds	4,548		\$4,548	Appropriate Adopt-A-Bed Revenues received in FY 2006 for labor and plantings.
Public Works/Streets	66,000		\$66,000	Transfer remainder of snow removal budget to City Capital Projects fund to build a storage shed for spreaders used during snow season.

FY 2006 CARRY FORWARD REQUESTS

	FY 2006		
	NEW	APPROPRIATIONS	
	INITIATIVES	APPROVED BUT UNSPENT	TOTAL

GENERAL FUND continued

Human Resources		10,000	\$10,000	To provide on-going training for peer mentoring, diversity and possibly Microsoft Office. During the extended absence of the Training Coordinator, it was difficult to continue with the intended training schedule in FY 2006.
Human Resources/Occupational Health		15,000	15,000	Funding for physicals for Police and Fire/EMS employees. During FY 2006, approximately 40 physicals for Police Department employees were not scheduled.. In addition, the Fire/EMS Department was delayed in implementing the new frequency standard for periodic physicals.
Human Resources		8,693	8,693	Funding to continue Employee Awards & Recognition programs.
Human Resources		8,375	8,375	For tuition assistance program. This funding will allow 100% of the FY 2007 applications to be approved.
Human Resources	15,000		15,000	Redirect funds originally budgeted for auditing and consulting services to assist with the development of an Employee Service Awards program. These funds are available because Piedmont Community Health Plan completed minimal audits during FY 2006 and the consulting services needed to review these audits were paid for out of the health/dental payroll agency fund.
Human Resources Total			\$57,068	

Parks and Recreation		400	\$400	For printer networking ports for lasterjet printers in Community Centers.
Parks and Recreation		800	800	For 2 network printers to replace existing deskjet printers.
Parks and Recreation	1,000		1,000	Computer for part-time Grants Writer position that was upgraded from a wage to a part time position in the FY 2007 budget. This computer is not currently on IT's replacement schedule, but will be added in the future.
Parks and Recreation		2,000	2,000	Furniture for Miller Center's Customer Service Lobby (301 Grove St).
Parks and Recreation		5,250	5,250	Improvements to basement storage area to accommodate more storage space.
Parks and Recreation Total			\$9,450	

FY 2006 CARRY FORWARD REQUESTS

FY 2006				
	NEW	APPROPRIATIONS		
	INITIATIVES	APPROVED BUT UNSPENT	TOTAL	
GENERAL FUND continued				
Social Services		65,898	\$65,898	Appropriate additional Food Stamp Employment and Training funding received in FY 2006. This is a 100% state reimbursable program and funds will be used to continue funding a Social Services Benefits Position.
Financial Services		796	\$796	Funding for ongoing Centralized Accounts Payable Project. Funds will be used to provide training materials as well as minor customization of the system.
Library	11,037		\$11,037	Additional state funding not included in FY 2007 Adopted Budget.
Library	1,500		1,500	Donation from Lynchburg Morning Rotary Club for Gus the Learning Bus program.
Library Total			\$12,537	
City Attorney		3,800	\$3,800	Furniture purchased in FY 2006; not received until FY 2007.
Fire		21,840	\$21,840	Funding to continue EMS Billing and Collections Liaison wage position. Funding was not initially authorized during the FY 2007 budget process but has been determined to be necessary to continue with collection efforts.
Fire		69,751	69,751	Carryforward remaining FY 2006 certification pay budget to provide for an increase in certification payments to Paramedics and Emergency Medical Technicians for FY 2007.
Fire Total			\$91,591	

FY 2006 CARRY FORWARD REQUESTS

	FY 2006		
	NEW	APPROPRIATIONS	
	INITIATIVES	APPROVED BUT UNSPENT	TOTAL

GENERAL FUND continued

Communications and Marketing		30,917	\$30,917	\$15,295 per May 9, 2006 Council action, not spent in FY 2006 along with a \$5,000 contribution from the Citizens Academy and \$10,622 revenues received for advertising. Funds will be used to produce the Citizens handbook, which is expected to be complete by late summer.
Communications and Marketing		10,000	10,000	Funding for Marketing Partnership's branding initiative. Fourteen responses to the Request for Proposals are currently under review.
Communications and Marketing		4,900	4,900	Public education efforts to promote Citizens First and city services. Communications strategy not complete in FY 2006.
Communications and Marketing Total			\$45,817	

Police	35,909		\$35,909	Funds for computer equipment and 3 digital in-car camera systems requested but not approved in the FY 2007 budget process.
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GENERAL FUND TOTAL**\$ 672,285**

FY 2006 CARRY FORWARD REQUESTS

		FY 2006		
NEW INITIATIVES	APPROPRIATIONS	APPROVED BUT UNSPENT	TOTAL	
TECHNOLOGY FUND				
Information Technology		4,602	\$4,602	Funds for enhancements to incident management system which will allow for tracking of equipment purchases and assignment. Project began in FY 2006 and will be completed in FY 2007.
Information Technology		5,821	5,821	Funds to continue providing computer/software training to City staff.
Information Technology		8,000	8,000	To replace network printers for Computer Operations and Application Services.
Information Technology	189,160		189,160	Non-personnel services remaining in the General Fund IT Operating Budget. Carry forward from the General Fund per Council approved Information Technology (IT) Policy June 2000.
Information Technology	132,517		132,517	Ntelos revenue received in FY 2006 exceeded budget; excess revenues are transferred to the Technology Fund per June 2000
TECHNOLOGY FUND TOTAL			\$340,100	
CITY CAPITAL PROJECTS FUND				
Community Development/Engineering	84,880		\$84,880	Transfer from General Fund for renovations to the new Community Development Department on the second floor of City
Community Development/Engineering	20,000		20,000	Appropriate reimbursement from Bankers Steel for Naval Reserve Road Widening Project.
Community Development/Engineering	238,108		238,108	Appropriate Federal Funds received for Downtown Riverfront Development.
Community Development/Engineering	3,072		3,072	Appropriate reimbursement from citizen for curb, gutter and entrances to Pine Drive.
Community Development/Engineering	100,000		100,000	Transfer from FY 2006 General Fund Fund Balance to FY 2007 City Capital Project Fund. Funds were received in June 2006 and budgeted as revenue in the General Fund in FY 2007. These funds should have been budgeted in the FY 2007 City Capital Project Fund for traffic calming.
Public Works/Streets	66,000		66,000	Transfer from General Fund to build a storage shed for spreaders used during snow season.
CITY CAPITAL PROJECTS FUND TOTAL			\$512,060	

FY 2006 CARRY FORWARD REQUESTS

	FY 2006	
NEW	APPROPRIATIONS	
INITIATIVES	APPROVED BUT UNSPENT	TOTAL

FY 2006 CARRY FORWARD REQUESTS

		FY 2006		
		NEW	APPROPRIATIONS	
		INITIATIVES	APPROVED BUT UNSPENT	TOTAL
SOLID WASTE MANAGEMENT FUND				
Solid Waste Management			3,630	\$3,630
				Carry forward unspent portion of Citizens for Clean Lynchburg grant.
FLEET SERVICES FUND				
Fleet	75,000			\$75,000
				Funds to purchase upgrade to current fleet Automotive Information Module (AIM) system. The AIM system transmits odometer readings from the vehicle to the computer during fueling. The current system is outdated and requires excessive maintenance. This was originally included in the FY 2008 CIP; however, using remaining funds from FY 2006 will prevent staff from having to spend additional funds in order to maintain/repair the old system and eliminate the need for funding in FY 2008.
Fleet			25,203	25,203
				Funds to purchase a tractor for the Airport. Funding delays from the VA Department of Aviation kept this purchase from being finalized in FY 2006.
Fleet	6,000			6,000
				Funds to purchase graphics module in FASTER software system. This will allow mechanics to view a vehicle file from the garage rather than spending time searching through hard files.
Fleet			5,000	5,000
				Funds to purchase tire inflation machines. Quotes were not received in time to charge to FY 2006 budget.
Fleet			3,000	3,000
				Funds to purchase A/C charging station. System was not available until FY 2007.
FLEET SERVICES FUND TOTAL				\$114,203

FY 2006 CARRY FORWARD REQUESTS

		FY 2006		
		NEW	APPROPRIATIONS	
		INITIATIVES	APPROVED BUT UNSPENT	TOTAL
COMMUNITY DEVELOPMENT				
BLOCK GRANT FUND				
Community Development		(67,379)	(\$67,379)	The FY 2007 department requested budget was not adjusted after final allocations were made by City Council on 4/11/06.
HOME INVESTMENT PARTNERSHIP FUND				
Community Development		(18,721)	(\$18,721)	The FY 2007 department requested budget was not adjusted after final allocations were made by City Council on 4/11/06.
ASSET FORFEITURE FUND				
Commonwealth Attorney	19,163	33,562	\$52,725	Appropriate \$19,163 in revenues received and carry forward \$33,562 unspent in FY 2006.
Police Department	6,310	72,060	78,370	Appropriate \$6,310 in revenues received and carry forward \$72,060 unspent in FY 2006.
ASSET FORFEITURE FUND TOTAL			\$131,095	
SEWER OPERATING FUND				
Utilities	168,975		\$168,975	Funding needed for James River Interceptor. Cleaning was completed in FY 2006, but it is needed again. We will begin to include this as an annual expense beginning with the FY 2008 budget.
WATER OPERATING FUND				
Utilities	28,382		\$28,382	Additional funding needed for automated meter reading